

DLAM 8000.3 MOCAS USERS MANUAL FOR CONTRACT ADMINISTRATION

PART 8 SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU)

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CHAPTER 1 OUTPUT PRODUCTS

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PART 8 SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU)

CHAPTER 1 OUTPUT PRODUCTS

8.1.1 CHAPTER OVERVIEW

This chapter describes the MOCAS output products that will be provided to Small and Disadvantaged Business Utilization (SADBU) personnel.

8.1.2 SMALL BUSINESS REPORTS

8.1.2.1 UYFQ01 - SMALL BUSINESS REPORT OF CONTRACTS OVER \$50,000

a. Data Summary

PURPOSE: The purpose of this report is to be produced monthly based upon the Type of Contractor Codes: F (Woman-Owned Small Business), J (Small Business) and N (Disadvantaged Small Business Concern) for all contracts greater than \$49,999.99.

TYPE/MEDIUM: Output Paper

FREQ/RETENTION: Monthly

SORT SEQUENCE: Organization (CAO) Code, Contractor Name, PIIN/SPIIN

PAGE BREAK: Full Page, New CAO

TOTALS: Contractor-Obligated Amount, Unliquidated Amount; Grand-Obligated Amount, Unliquidated Amount

8.1.2.1 UYFQ01 - SMALL BUSINESS REPORT OF CONTRACTS OVER \$50,000
(CONT'D)

b. Sample Report

8.1.2.1 UYFQ01 - SMALL BUSINESS REPORT OF CONTRACTS OVER \$50,000
(CONT'D)

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UYFQ01	The report number for monthly report of contracts over \$50,000.
DATE	(YYMMDD) The date of the report.
PAGE	The page number of the report.
DCASR NAME	The name of the DCASR.
REPORT TITLE	The title of the report.
CAO CODE	The two position code of the CAO.
CAO NAME	The name of the CAO.
NAME	The name of the contractor.
ADDRESS	The address of the contractor.
STATE	The state of the contractor.
SEQ-NO	The CAGE Code of the contractor.
CONTRACT NUMBER	The contract number assigned (PIIN).
CALL NO	The SPIIN assigned.
ORG CD	The two position Organization Code assigned.
DATE	The Julian date.
NEW	An indicator if the contract is new.
NOUN	The noun assigned.
ACO	The two position code of the ACO.
COMPL-DT SEC 1	The Julian final delivery date.
OBLIGATION AMOUNT	The obligation amount of the contract.
UNLIQUIDATED AMOUNT	The unliquidated amount of the contract.
TOTAL FOR CONTRACTOR	The total for the contractor.
GRAND TOTAL FOR CONTRACTOR	The grand total for the contractor.

8.1.2.2 UYFQ02 - (NEW) CONTRACTS OVER \$150,000 (MONTHLY)

a. Data Summary

PURPOSE:	The purpose of this report is to produce a monthly financial status report of contracts over \$150,000.
TYPE/MEDIUM:	Output Paper
FREQ/RETENTION:	Monthly
SORT SEQUENCE:	Organization (CAO) Code, Contractor Name, PIIN/SPIIN
PAGE BREAK:	Full Page, New CAO
TOTALS:	By Contractor - Obligation Amount, Unliquidated Amount, Grand Total of All Contracts - Obligated Amount, Unliquidated Amount

8.1.2.2 UYFQ02 - (NEW) CONTRACTS OVER \$150,000 (MONTHLY) (CONT'D)

b. Sample Report

8.1.2.2 UYFQ02 - (NEW) CONTRACTS OVER \$150,000 (MONTHLY) (CONT'D)

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UYFQ02	The report number for monthly report of contracts over \$150,000.
DATE	(YYMMDD) The date of the report.
PAGE	The page number of the report.
DCASR NAME	The name of the DCASR.
REPORT TITLE	The title of the report.
CAO CODE	The two position code of the CAO.
CAO NAME	The name of the CAO.
NAME	The name of the contractor.
ADDRESS	The address of the contractor.
STATE	The state of the contractor.
SEQ-NO	The CAGE Code of the contractor.
CONTRACT NUMBER	The contract number assigned (PIIN).
CALL NO	The SPIIN assigned.
ORG CD	The two position Organization Code assigned.
DATE	The Julian date.
NEW	An indicator if the contract is new.
NOUN	The noun assigned.
ACO	The two position code of the ACO.
COMPL-DT SEC 1	The Julian final delivery date.
OBLIGATION AMOUNT	The obligation amount of the contract.
UNLIQUIDATED AMOUNT	The unliquidated amount of the contract.
TOTAL FOR CONTRACTOR	The total for the contractor.
GRAND TOTAL FOR CONTRACTOR	The grand total for the contractor.

8.1.2.3 UYFQ03 - ALL CONTRACTS OVER \$150,000 (AS REQUIRED)

a. Data Summary

PURPOSE:	The purpose of this report is to produce the financial status report of contracts over \$150,000.
TYPE/MEDIUM:	Output Paper
FREQ/RETENTION:	As Required
SORT SEQUENCE:	Organization (CAO) Code, Contractor Name, PIIN/SPIIN
PAGE BREAK:	Full Page, New CAO
TOTALS:	By Contractor - Obligated Amount, Unliquidated Amount, Grand Total of All Contracts - Obligated Amount, Unliquidated Amount

8.1.2.3 UYFQ03 - ALL CONTRACTS OVER \$150,000 (AS REQUIRED) (CONT'D)

b. Sample Report

To Be Developed

8.1.2.3 UYFQ03 - ALL CONTRACTS OVER \$150,000 (AS REQUIRED) (CONT'D)

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UYFQ03	The report number for monthly report of contracts over \$150,000.
DATE	(YYMMDD) The date of the report.
PAGE	The page number of the report.
DCASR NAME	The name of the DCASR.
REPORT TITLE	The title of the report.
CAO CODE	The two position code of the CAO.
CAO NAME	The name of the CAO.
NAME	The name of the contractor.
ADDRESS	The address of the contractor.
STATE	The state of the contractor.
SEQ-NO	The CAGE Code of the contractor.
CONTRACT NUMBER	The contract number assigned (PIIN).
CALL NO	The SPIIN assigned.
ORG CD	The two position Organization Code assigned.
DATE	The Julian date.
NEW	An indicator if the contract is new.
NOUN	The noun assigned.
ACO	The two position code of the ACO.
COMPL-DT SEC 1	The Julian final delivery date.
OBLIGATION AMOUNT	The obligation amount of the contract.
UNLIQUIDATED AMOUNT	The unliquidated amount of the contract.
TOTAL FOR CONTRACTOR	The total for the contractor.
GRAND TOTAL FOR CONTRACTOR	The grand total for the contractor.

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PART 8 SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU)
CHAPTER 2 INPUT PROCEDURES

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PART 8 SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU)
CHAPTER 2 INPUT PROCEDURES

8.2.1 CHAPTER OVERVIEW

This chapter describes the procedures SADBU personnel will use to change, correct or update the data base regarding the Small and Disadvantaged Business Utilization Standard Coded Remarks.

8.2.2 SMALL BUSINESS INPUT INSTRUCTIONS

8.2.2.1 CT0001 - CONTRACT MAINTENANCE MASTER MENU

a. GENERAL - This menu screen allows the user to select one of several Contract Maintenance functions to be performed. In order to get to this menu, the user will have already signed on as described in part 1, chapter 2 of this manual. A general explanation of the purpose of this menu screen exists within Function zero, Computer Based User Documentation (CBUD).

8.2.2.1 CT0001 - CONTRACT MAINTENANCE MASTER MENU (CONT'D)

b. SCREEN FORMAT - Figure 8-1 is a sample format for CT0001.

CT0001

CONTRACT MAINTENANCE MASTER MENU

COMPUTER BASED USER DOC. (CBUD) .. 0	SYSTEM INQUIRIES 5
* NEW CONTRACT SETUP 1	* SUPERVISORY FUNCTIONS 6
* CONTRACT MODIFICATIONS 2	* NO ACTION MODIFICATIONS ... 7
* CONTRACT CORRECTIONS 3	MOCAS INVENTORY UPDATE 8
* SUMMARY EDITS 4	PRODUCTION ABSTRACT **
TERMINATE PA2	SUPPRESSION 10

* THE PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS

FUNCTION:

PIIN:
SPIIN:
CAO-ORG-CD:
RGS-CD:

FIGURE 8-1

8.2.2.1 CT0001 - CONTRACT MAINTENANCE MASTER MENU (CONT'D)

c. INPUT INSTRUCTIONS - The RGS-CD is carried forward from the ENTIRE Sign- On Screen. Entries required are as follows:

FUNCTION	FUNCTION (1N) - A selection must be entered in this field. Must be numeric (0-8). By entering a 3 the user will proceed to Screen CT3000. This is the only function SADBUs personnel should select.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - An entry is required for Function 3. This Procurement Instrument Identification Number must already exist within the system, i.e., the contract must have already been entered into the MOCAS system by the Finance Office.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - For Function 3 enter the call/order number of the document being changed or corrected; or, if there is no SPIIN, simply tab past this field.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE/ORGANIZATION CODE (2A/N) - When selecting Function 3 enter the two position code of the office administering the document. The Procurement Instrument Identification Number, Supplemental Procurement Instrument Identification Number and Contract Administration Office/Organization Code combination, must already exist within the system.

8.2.2.2 CT3000 - CORRECTION/MODIFICATION MASTER MENU

a. GENERAL - This menu screen allows the user to select which type of record is to be corrected/modified. A general explanation of the purpose of this menu screen exists within Function zero, Computer Based User Documentation.

b. SCREEN FORMAT - Figure 8-2 is a sample screen format for CT3000.

```
*****
CT3000                      CORRECTION/MODIFICATION MASTER MENU
```

```
COMPUTER BASED USER DOC ..... 0   ACCTG DATA RECD MASTER MENU ... 5
CONTRACT DATA RECORD ..... 1   LINE ITEM MASTER MENU ..... 6
PROVISIONS DATA RECORD ..... 2   SUPPLY SCHEDULE MASTER MENU ... 7
PAYEE NAME & ADDRESS DATA RECD .. 3
REMARKS DATA RECORD ..... 4   TERMINATE ..... PA2
```

FUNCTIONS: PIIN:

SPIIN: ORG:

```
*****
FIGURE 8-2
```

c. INPUT INSTRUCTIONS - PIIN, SPIIN, ORG, and RGS-CD are duplicated from the previous screen, CT0001 (Contract Maintenance Master Menu) and may not be changed. Entries required are as follows:

FUNCTION FUNCTION (1A/N) - A selection must be entered in this field. Must be numeric (0-7). For correction/modification inputs, SADBUs personnel will select only Function 4. Function 4 will take you to Screen CT3140.

8.2.2.3 CT3140 - MAINTAIN REMARKS DATA RECORD

a. GENERAL - This function allows the user to make changes to the Remarks Data Record existing within the system. The system will display this record as it currently exists in the Data Base to allow the user to view the data prior to making allowable changes. A general explanation of this function will be made available by entering CT3140 in the CBUD field. CBUD information is also available for all input fields on the screen with the exception of the CBUD field itself. SADBUs personnel are allowed to change data only in the R9 Remarks record.

b. SCREEN FORMAT - Figure 8-3 is a sample screen format for CT3140.

```
*****
CT3140                                MAINTAIN REMARKS DATA RECORD
CBUD:
PIIN:                                SPIIN:                                CAO-ORG-CD:                                RGS-CD:

*R1*      P-CONTR-PIN:                                P-CONTR-SPN:
          UT-NAME:                                UT-ADRS:

*R2*  FAD:                                EST-CLSG-DT:                                R2-RSN-CDS:

*R3*  1ST-SHOW-R3:                                R3-RSN-CDS:
      RSN-FOR-DRMT:

*R4*  1ST-SHOW-R4:                                DSFM-RMK:
*R5*                                R5-RMK:
*R6*                                R6-RMK:
*R7*                                R7-RMK:

*R8*  R8-RMK TD:                                DT-FWD:                                DT-DEL:                                RN-CD:
          (FREE)                                F-DT:                                K-DT:                                RMK:
*R9*  ACO-CDD-RMK:

*****
          FIGURE 8-3
```

8.2.2.3 CT3140 - MAINTAIN REMARKS DATA RECORD (CONT'D)

c. INPUT INSTRUCTIONS - PIIN, SPIIN, CAO-ORG-CD and RGS-CD are duplicated from the previous screen and may not be changed. Except for R4, R7, or R8, all other fields may be changed in accordance with the input instructions listed below:

ACO-CDD-RMK STANDARD ACO CODED REMARKS (42A/N) - Enter the listed code(s) when specified clauses and conditions are contained in the contract. The two standard ACO Coded Remarks that SADBUs personnel will enter or delete are:

<u>NUMBER</u>	<u>TITLE</u>
27	SBA (8A) Contract
32	Utilization of Small and Disadvantaged Business